



**Agenda for the Emergency Communications District Meeting
Monday, January 27, 2020 - 6:45 pm
Brentwood City Hall**

Call to Order by Mayor
Roll Call

Approval of Minutes

October 28, 2019

Reports

1. ECD Quarterly Revenue and Expense Report
2. Status Report from ECD Supervisor

New Business

1. Brentwood Emergency Communications District - Quarterly Meeting
2. Other new business

Kirk Bednar
City Manager

Anyone requesting accommodations due to disabilities should contact Mike Worsham, A.D.A. Coordinator, at 371-0060, before the meeting.

Brentwood ECD Agenda

Meeting Date: 01/27/2020

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the October 28, 2019 meeting

Background

Staff Recommendation

Fiscal Impact

Attachments

Draft Minutes

DRAFT

MINUTES OF MEETING OF EMERGENCY COMMUNICATION DISTRICT

BRENTWOOD, TENNESSEE

The Emergency Communications District Board met on Monday, October 28, 2019 at 7:00 pm at Brentwood City Hall.

Present: Mayor Rhea Little; Vice Mayor Ken Travis; Commissioner Nelson Andrews; Commissioner Anne Dunn; Commissioner Mark Gorman; Commissioner Susannah Macmillan; Commissioner Regina Smithson

Staff City Manager Kirk Bednar; Assistant City Manager Jay Evans; City Attorney Kristen Corn; City Recorder Holly Earls

Approval of Minutes

July 22, 2019

Moved by Commissioner Regina Smithson for approval of the minutes as written, seconded by Commissioner Susannah Macmillan

Vote: 7 - 0 Approved - Unanimously

The ECD Quarterly Revenue and Expense Report and the Status Report from ECD Supervisor were presented.

New Business

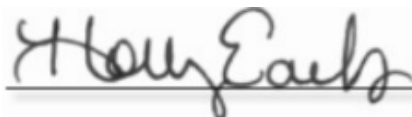
Resolution ECD-2019-02 - A Resolution in Support of 911 Surcharge Rate Restoration

Moved by Vice Mayor Ken Travis for approval, seconded by Commissioner Nelson Andrews

Vote: 7 - 0 Approved - Unanimously

With no further business, the meeting adjourned at 6:52 pm.

APPROVED _____



Holly Earls, City Recorder

Brentwood ECD Agenda

1.

Meeting Date: 01/27/2020

Submitted by: Karen Harper, Finance

Department: Finance

Information

Subject

ECD Quarterly Revenue and Expense Report

Background

Financial Reporting

Please find attached the second quarter of fiscal year 2020 revenue and expense report for the Emergency Communications District (ECD) Fund. This report shows budget to actual comparisons for the first six months of the 2019-2020 fiscal year.

Year to date revenues collected as of December 31, 2019 are \$938,965 or 65% of budget. Note that this amount reflects 100% of the annual General Fund subsidy to the ECD.

Year to date expenses are \$804,813 or 56% of budget. For comparison purposes, for the same six month period in fiscal year 2019, revenues were \$1,115,947 or 78% of budget, and expenses were \$778,745 or 55% of budget. The difference between FY 2019 and 2020 year-to-date revenues is due to ECD having received excess operational funding equal to \$173,384 in FY 2019, monies not received as of December 31, 2019 for FY 2020.

Other Items of Interest

No other items of interest at this time.

Please advise if you have any questions concerning the Emergency Communications District (ECD) revenue and expense quarterly report as of December 31, 2019.

Staff recommendation

N/A

Fiscal Impact

Attachments

FY 2020 ECD Quarterly Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports

For the Period Ending December 31, 2019

			Comparative %	50%	
	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
DEPT 91100: ECD					
TECB OPERATIONAL FUNDING	864,125	144,021	432,063	432,062	50%
TECB DISTRIBUTION OF EXCESS REVENUE	45,000	0	0	45,000	0%
INTEREST EARNINGS	45,000	2,685	22,343	22,657	50%
MISCELLANEOUS	0	0	-141	141	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
Total Revenues	1,438,825	146,706	938,965	499,860	65%
SALARIES	596,665	62,968	282,793	313,872	47%
SALARIES PART TIME	3,000	510	4,933	-1,933	164%
SALARIES - OVERTIME	50,835	8,644	37,721	13,114	74%
LONGEVITY PAY	4,340	240	4,360	-20	100%
LEAD PAY SUPPLEMENT	6,240	480	3,034	3,206	49%
SUPPLEMENTAL PAY	1,500	870	5,400	-3,900	360%
SHIFT DIFFERENTIAL	9,900	762	4,813	5,087	49%
FICA (EMPLOYER'S SHARE)	51,705	5,591	25,566	26,139	49%
HEALTH INSURANCE	129,190	10,766	64,594	64,596	50%
DENTAL REIMBURSEMENT	2,000	122	787	1,213	39%
LIFE INSURANCE	2,345	187	1,088	1,257	46%
RETIREMENT - HEALTH/LIFE	47,395	3,878	23,268	24,127	49%
RETIREMENT - TCRS	80,730	8,200	42,801	37,929	53%
PENSION EXPENSE - GASB 68 REVERSAL	-100,000	0	0	-100,000	0%
PENSION EXPENSE - GASB 68 COST	30,000	0	0	30,000	0%
OPEB EXPENSE	0	0	0	0	0%
SUPPLEMENT RETIREMENT - 457	0	0	0	0	0%
SUPPLEMENT RETIREMENT - 401	8,000	668	3,802	4,198	48%
SICK LEAVE BUY-BACKS	2,000	0	0	2,000	0%
ATTENDANCE BONUS	1,000	0	0	1,000	0%
ANNUAL LEAVE BUY-BACKS	1,000	0	0	1,000	0%
WORKER'S COMPENSATION	2,830	236	1,414	1,416	50%
CLOTHING & UNIFORMS	5,500	217	1,822	3,678	33%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	83,000	0	33,450	49,550	40%
ACCTING & AUDITING SRVCS	8,700	9,450	9,450	-750	109%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	7,500	0	81	7,419	1%
R/M - OFC MACH & EQUIP	2,700	107	2,276	424	84%
R/M - OTHER EQUIPMENT	164,000	93,416	131,659	32,341	80%
MRBSHIPS & REGISTRATIONS	6,000	285	2,715	3,285	45%
TRAVEL - CONF & SCHOOLS	5,000	408	4,395	605	88%
OFFICE SUPPLIES/MATERIALS	2,000	109	933	1,067	47%
OTHER OPER SUPPLIES	2,000	0	1,629	371	81%
COMPUTER SOFTWARE-N/C	0	0	0	0	0%
LIABILITY INSURANCE	2,600	0	0	2,600	0%
OFFICIALS' SURETY BONDS	0	0	0	0	0%
RENTAL - MACH & EQUIP	2,500	3,000	4,120	-1,620	165%
DEPRECIATION	160,000	13,335	80,010	79,990	50%
RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	15,900	15,900	50%
Total Expenditures	1,425,975	227,098	804,813	621,162	56%

Brentwood ECD Agenda

2.

Meeting Date: 01/27/2020

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Status Report from ECD Supervisor

Background

See Attached

Staff recommendation

N/A

Fiscal Impact

Attachments

Status Report

RHEA E. LITTLE, III
MAYOR

KEN TRAVIS
VICE-MAYOR

KIRK BEDNAR
CITY MANAGER



City of Brentwood

COMMISSIONERS
NELSON ANDREWS
ANNE DUNN
MARK GORMAN
SUSANNAH MACMILLAN
REGINA SMITHSON

9-1-1 EMERGENCY COMMUNICATIONS DISTRICT

To: Honorable Mayor / ECD Board Chair and the Brentwood City Commission / ECD Board Members
Through: ECD Director/City Manager Kirk Bednar
From: Kathleen Watkins, Emergency Communications Supervisor
Date: Monday, January 27, 2020
Subject: Quarterly Report

At a Glance

- On October 26th, Lead Telecommunicator Laurel Kazenske managed Communications between first responders during The Susan G. Komen Race for the Cure which brought an influx of traffic and pedestrians into the city.
- As part of training, Dispatcher Kelli Hicks observed the Brentwood Fire & Rescue training burn on December 7th.
- Implementation of the RapidSOS Portal. A service provided through a web browser that allows Dispatchers to help locate callers who are making a 911 call to our Communications Center via cell phone. It enhances the location service of the cell phone provider to better pinpoint the location.
- Holiday Retail Detail – Dispatch staff worked in conjunction with patrol operations from Black Friday through Christmas Eve to combat retail theft.

OPERATIONS REPORT FOR Q4 – OCTOBER – DECEMBER 2019

A. Staffing

- Communications is currently staffed with eleven (11) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and three (3) are Communications Training Officers (CTO's).

- Dispatcher Kelli Hicks and Mikaela Lechner successfully passed the training program and are working independently.
- Andrew Patton temporarily continues to work on a part-time basis. We are very grateful for his service.

B. Statistics

Reports to substantiate the below statistical highlights are available upon request.

- Total calls answered (9-1-1 and Admin) – 9,374
- E9-1-1 CALLS – 1,849
- On average, calls were answered within 5 seconds (about 1 ring).
- Approximately, 86% of our 9-1-1 calls came from cell phones, which are significantly more difficult to locate than a traditional landline.
- The busiest hour of the day was between 1:00 p.m. and 2:00 p.m. The slowest hour of the day was between 3:00 a.m. and 4:00 a.m.
- The average telephone conversation lasted 90 seconds.
- Total CAD responses created – 9,180
 - Police Department – 7,624
 - Fire & Rescue – 996
 - Non-Dispatched CAD Calls - 560

C. Medical Quality Assurance

- NFPA Standard 1221 recommends all medical calls are dispatched to responders within 90 seconds of call receipt. This quarter, Communications met this standard 96% of the time.

MONTH	AVE. TIME (Sec)	GROUP AVG.
OCT.	46	80%
NOV.	44	94%
DEC.	47	85%

D. Training

- NENA Advanced Telecommunicator Training – Lead Dispatcher Laurel Kazenske
- In-House Training provided for all staff at October Dispatch meeting. Topics included TBI update, NCIC review and upcoming technology.
- All Telecommunicators completed the following on line training:
 - Telecommunications Best Practices for Missing and Abducted Children

- PowerPhone Active Shooter Training – Dispatchers Chaurette Wimberley, Kelli Hicks & Mikaela Lechner
- All Telecommunicators complete monthly continuing dispatch education articles published in the monthly magazine, *Public Safety Communications*, distributed by the Association for Public Safety Communications (APCO), Intl.
- Dispatch Quarterly Equipment Training

E. Technology

- Central Square – CAD Production Upgrade to version 5.8.33
- RapidSOS Portal
- Monthly Tornado Siren Test completed

Brentwood ECD Agenda

1.

Meeting Date: 01/27/2020

Brentwood Emergency Communications District - Quarterly Meeting

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Brentwood Emergency Communications District - Quarterly Meeting

Background

The Brentwood Board of Commissioners is the legally designated board for the Brentwood Emergency Communications District (ECD.) Pursuant to Policy No. 35 of the State of Tennessee, Emergency Communications Board, the Brentwood ECD is required to conduct at least one board meeting each quarter, regardless of the need for a meeting. The quarterly meeting is typically held prior to a regular Board of Commissioners meeting.

There is no significant item for discussion on the ECD agenda. The only formal item for your consideration is approval of the minutes from the last ECD Board meeting held on October 28, 2019.

Should any members of the Board of Commissioners have any questions or desire further information, please feel free to contact the City Manager.

Staff Recommendation

Staff recommends the Board conduct the required quarterly meeting.

Fiscal Impact

Attachments

No file(s) attached.
